

JOB DESCRIPTION

JOB TITLE: Health Officer

GRADE: A

JOB CODE: 4002

DATE: 11/8/95

GENERAL FUNCTION: Under direction of the Board of Health, oversees a local health department through planning, organizing, preparing budget, financial management, and supervising employees. The incumbent in this position assumes the duties and responsibilities of a Health Officer as specified in policy and Chief Executive Officer as outlined in KRS 212:810-990.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the staff and activities of a health department providing a comprehensive public health program.

Develops new community health services.

Plans and directs a field training program for physicians, public health personnel and others in allied health fields.

Secures consultative, technical and professional services available at the state level and the medical and allied health professional schools.

Cooperates with State and Federal agencies as well as voluntary groups in the development of effective measures for the control of public health problems.

Makes surveys of programs and serves as chief administrative officer and secretary of the Board of Health.

Reviews and approves unit budgets and statistical and financial reports.

Participates in community activities, particularly with local medical groups.

JOB TITLE: Health Officer (Continued)

JOB CODE: 4002

Keeps the public informed on matters relating to public health programs and needs.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Direct supervision of supervisory and administrative staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the principles and practices of modern medicine, public health programs, and federal and state laws and regulations pertaining to local health programs.

Demonstrated ability in administration of public health services.

Knowledge of social and economic problems pertaining to public health.

Ability to develop and interpret regulations and policies concerning the operation of local health department.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Knowledge of the principles of business management as applied to public administration.

Ability to supervise the work of others.

Ability to exercise good judgement in appraising situations and making decisions.

Ability to express comments and opinions clearly and concisely.

Ability to deal tactfully with the public.

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Minimum Education, Training and Experience Requirements: Graduation from an accredited school of medicine and completion of internship in an approved hospital, a Master's degree in public health. Three years experience in a professional medical capacity, including one year of administrative management experience in a health program, or an equivalent combination of training and experience, including administrative management experience in a health program; licensed to practice medicine in Kentucky.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.